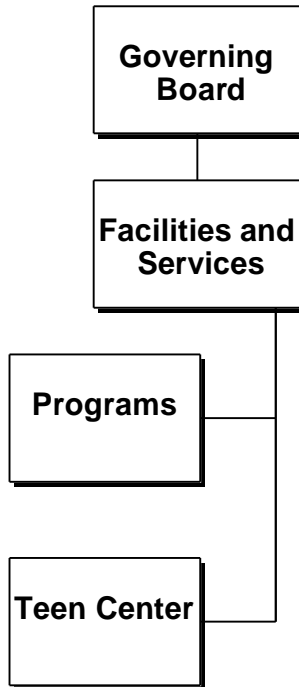


MCLEAN COMMUNITY CENTER



FUND 113

MCLEAN COMMUNITY CENTER

Agency Position Summary

29 Regular Positions / 24.25 Regular Staff Years (0.5)

Position Detail Information

GOVERNING BOARD

FACILITIES & SERVICES

1	Executive Director
1	Deputy Community Center Director
1	Secretary II, PT
1	Chief, Administrative Services
1	Recreation Specialist I
1	Administrative Aide
1	Information Officer II
1	Public Information Clerk
6	Facility Attendants I, PT
1	Account Clerk II
1	Secretary I, (0/0.5)
1	Clerk Typist II, PT
17	Positions
13.45	Staff Years (0.5)

PROGRAMS

Instruction & Senior Adult Activities

1	Recreation Specialist II
1	Position
1.0	Staff Year

Special Events

1	Park Specialist II
1	Position
1.0	Staff Year

Performing Arts

1	Theatrical Arts Director
1	Theater Technical Director
1	Asst. Theater Technical Director
1	Facility Attendant II, PT
1	Cashier PT
1	Accounting Technician
6	Positions
4.8	Staff Years

Youth Activities

1	Recreation Specialist II
1	Position
1.0	Staff Year

TEEN CENTER

1	Recreation Specialist I
1	Recreation Assistant
1	Facility Attendant I
3	Positions
3.0	Staff Years

PT Denotes Part-Time Positions
() Denotes New Position

FUND 113

MCLEAN COMMUNITY CENTER

Agency Mission

To provide a sense of community by undertaking programs, assisting community organizations, and furnishing facilities for civic, cultural, educational, recreational, and social activities apportioned fairly to all residents of Small District 1, Dranesville.

Agency Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	28/ 23.25	29/ 23.75	29/ 23.75	29/ 24.25	29/ 24.25
Expenditures:					
Personnel Services	\$1,306,453	\$1,406,596	\$1,436,001	\$1,276,444	\$1,557,521
Operating Expenses	695,654	815,528	1,042,508	876,813	907,608
Capital Equipment	3,800	35,979	38,993	13,000	13,000
Capital Projects	417,069	0	107,602	250,000	250,000
Total Expenditures	\$2,422,976	\$2,258,103	\$2,625,104	\$2,416,257	\$2,728,129

Summary by Cost Center					
Category ¹	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Facilities & Services	\$1,073,549	\$1,045,588	\$1,285,102	\$977,459	\$1,142,117
Programs	781,754	964,759	971,663	949,746	1,030,801
Teen Center	150,604	247,756	260,737	239,052	305,211
Subtotal Expenditures	\$2,005,907	\$2,258,103	\$2,517,502	\$2,166,257	\$2,478,129
Capital Projects	\$417,069	\$0	\$107,602	\$250,000	\$250,000
Total Expenditures	\$2,422,976	\$2,258,103	\$2,625,104	\$2,416,257	\$2,728,129

¹ The title of the Support Services Cost Center was changed to Facilities and Services in FY 2000.

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2002 Advertised Budget Plan, as approved by the Board of Supervisors on April 30, 2001:

- The 1.0 percent cost-of-living adjustment approved by the Board of Supervisors, and previously held in reserve, has been spread to County agencies and funds. This action results in an increase of \$12,764.
- An increase of \$257,953 in fringe benefits for employees at the McLean Community Center based on a reconciliation between the projections for fringe benefits for regular and exempt limited-term salaries and actual experiences in FY 2000 and FY 2001.
- An increase of \$41,155 for expanded teen programs including trips to museums, theme parks, and professional sporting events, as well as summer theater workshops.

FUND 113

MCLEAN COMMUNITY CENTER

The following funding adjustments reflect all approved changes to the FY 2001 Revised Budget Plan from January 1, 2001 through April 23, 2001. Included are all adjustments made as part of the FY 2001 Third Quarter Review:

- An increase of \$130,741 in expenditures, including \$29,405 in Personnel Services due to increased usage of exempt limited term personnel and lower than anticipated salary vacancy savings, \$80,336 in Operating Expenses primarily due to the unexpected replacement of seven HVAC units, and \$21,000 in Capital Projects required for additional outdoor signage and electrical requirements at the Teen Center.
 - An increase of \$174,020 in revenues results primarily from higher than anticipated tax receipts based on the final Assessed Book Value for Real Property in 2001, as well as fees from increased participation in the Center's programs and activities.
-

County Executive Proposed FY 2002 Advertised Budget Plan

Purpose

The McLean Community Center fulfills its mission by offering a wide variety of services and programs. Open 14 hours a day Monday through Saturday, and on Sunday afternoons, the Center is the place where McLean people meet. The building is used by the whole community. Special interest groups gather for civic, social, and cultural activities. Families, groups, and companies rent rooms for parties, receptions, and meetings. Community theater groups perform in the Alden Theatre. The Center sponsors free drop-in activities such as open bridge games and children's cooperative play.

Classes and activities for all ages are offered at nominal fees. They include aerobics, computers, acting, tours, and many more. There are special events and seasonal activities at the Center and at schools and parks, such as McLean Day, Taste of the Town, Fourth of July, Summer Camp, Halloween, and a Craft Show. The McLean Project for the Arts operates a gallery in the Center and offers art classes. The Alden Theatre presents professional shows, travel films, and entertainment for children. The Old Firehouse is a popular teenage social and recreation center in downtown McLean, operated by the Community Center.

Key Accomplishments

- ◆ Constructed, dedicated, and opened an art studio addition to the facility.
- ◆ Major maintenance: acoustical panels, painting, carpeting, new sidewalk.
- ◆ Created and maintained agency web site.
- ◆ Successfully transitioned through retirement of previous Executive Director to hiring of new Executive Director.
- ◆ Expanded summer day camp program.
- ◆ Planned 25th Anniversary celebration events, with historical souvenir booklet, mural, and promotional video.

FUND 113

MCLEAN COMMUNITY CENTER

FY 2002 Initiatives

- ◆ Increase daytime use of facility by community groups.
- ◆ Design and install outdoor signage to inform the public about Center events and give directions to the Center.
- ◆ Improve lighting in parking lot.
- ◆ Major maintenance: roof, HVAC system.

Performance Measurement Results

Since FY 1999, the Center has succeeded in steadily increasing the number of patron hours, which is the number of persons taking part multiplied by the time the average person spent in the class or other activity served in the facility by more efficient scheduling of space. The objective is to continue this increase in patron hours while maintaining costs and improving the quality of service.

Patron hours have increased in almost every activity offered by the Center, except for major events each year (McLean Day and Fourth of July) which are held outdoors, subject to the weather. Given the limitations imposed by the venues, attendance at special events and theatre performances is projected to remain constant. Classes and other activities for adults and children are projected to increase.

Efficiency is measured by cost per patron hour. The Center has upgraded the quality of instruction offered, thus incurring some higher costs. In addition, increased advertising is required to attract participation in the Center's programs, at higher cost. However, modest increases in cost per patron hour will be offset by revenue generated by increased fees.

Service quality is measured by customer satisfaction surveys. These are conducted at the conclusion of classes and other activities, and on-site at special events that attract large crowds. Additionally, a return postage-paid survey has been included in the Center's magazine, which is mailed to all residents of the Center's tax district. A very high level of approval has been noted in every aspect of operation, which is corroborated by the minimal number of complaints received. The objective is to maintain the Center's excellent reputation for customer satisfaction.

Funding Adjustments

The following funding adjustments from the FY2001 Revised Budget Plan are necessary to support the FY 2002 program:

- ◆ Funding of \$16,019 in Personnel Services is included to increase an existing Secretary I position from part-time to full-time status. This is partially offset by a decrease of \$13,851 which is no longer required for exempt limited term salary and fringe benefits, for a net cost of \$2,168.
- ◆ An increase of \$37,893 in Personnel Services for increased exempt limited-term employees in order to provide for facility attendant services on weekdays.
- ◆ A net decrease of \$170,213 in Personnel Services associated with salary adjustments necessary to support the County's compensation program.
- ◆ A decrease of \$85,359 in Operating Expenses based on actual experience and anticipated program requirements in FY 2002.
- ◆ Capital Equipment funding of \$13,000 for two projectors to be utilized in theater programs and by community groups for large screen projections.

FUND 113

MCLEAN COMMUNITY CENTER

- ♦ Capital Projects funding of \$250,000 includes \$200,000 for roof repairs and \$50,000 for the replacement of an HVAC unit.

The following funding adjustments reflect all approved changes in the FY2001 Revised Budget Plan since passage of the FY 2001 Adopted Budget Plan. Included are all adjustments made as part of the FY 2000 Carryover Review and all other approved changes through December 31, 2000:

- ♦ Encumbered carryover of \$198,760 including \$112,144 in Operating Expenses, \$14 in Capital Equipment, and \$86,602 in Capital Project balances.
- ♦ Unencumbered carryover of \$37,500 including \$34,500 in Operating Expenses required to repair operating equipment and \$3,000 for audio components for theater productions.



Facilities and Services

Goal

To administer the facilities and programs of the McLean Community Center, to assist local public groups planning activities, and to provide information to citizens in order to facilitate their integration in the life of the community.

Cost Center Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	17/ 12.95	17/ 12.95	17/ 12.95	17/ 13.45	17/ 13.45
Total Expenditures	\$1,073,549	\$1,045,588	\$1,285,102	\$977,459	\$1,142,117

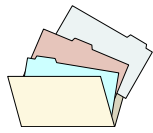
Objectives

- ♦ To decrease the cost per patron by 2.2 percent, while maintaining or improving service quality.

Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
Output:					
Patrons served	NA	312,027	321,045 / 360,785	333,000	342,990
Efficiency:					
Cost per patron	NA	\$3.06	\$3.44 / \$2.98	\$3.14	\$3.07
Service Quality:					
Service complaints (based on Taxpayer and Participant Satisfaction Survey)	NA	5	5 / 4	4	4
Outcome:					
Percent change in cost per patron	NA	NA	17.3% / (2.6%)	(5.4%)	(2.2%)

FUND 113 MCLEAN COMMUNITY CENTER



Programs

Goal

To provide programs and classes to McLean Community Center district residents of all ages in order to promote personal growth and a sense of community involvement.

Cost Center Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	8/ 7.3	9/ 7.8	9/ 7.8	9/ 7.8	9/ 7.8
Total Expenditures	\$781,754	\$964,759	\$971,663	\$949,746	\$1,030,801

Objectives

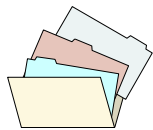
- ◆ To increase the number of patron hours in classes and in Senior Adult Activities by 3.0 percent, from 55,803 patrons to 57,480 patrons.
- ◆ To maintain the number of patrons attending major community Special Events such as July 4th fireworks at 19,500.
- ◆ To maintain the number of patron hours served by Performing Arts activities at approximately 78,000.
- ◆ To increase the number of patron hours in Youth Activities by 5.0 percent, from 29,128 to 30,584.

Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
Output:					
Patron hours in classes and Senior Adult Activities	NA	52,600	54,178 / 53,800	55,803	57,480
Patron hours at Special Events	NA	21,243	19,500 / 16,800	19,500	19,500
Patron hours at Performing Arts Activities	NA	65,535	70,235 / 68,638	78,013	78,000
Patron hours at Youth Activities	NA	26,194	27,795 / 28,984	29,128	30,584
Efficiency:					
Cost per patron hour in classes and Senior Adult Activities	NA	\$1.93	\$2.01 / \$1.83	\$2.08	\$2.12
Cost per patron at Special Events	NA	\$4.77	\$7.00 / \$7.18	\$8.00	\$8.41
Cost per patron at Performing Arts Activities	NA	\$5.74	\$6.33 / \$6.07	\$6.70	\$6.82
Cost per patron at Youth Activities	NA	\$5.07	\$6.23 / \$5.05	\$6.42	\$6.96
Service Quality:					
Percent satisfied with classes and Senior Adult Activities	NA	95%	95% / 95%	95%	95%

FUND 113 MCLEAN COMMUNITY CENTER

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
Percent satisfied with Special Events	NA	80%	80% / 99%	100%	100%
Percent satisfied with Performing Arts Activities	NA	100%	100% / 100%	100%	100%
Percent satisfied with Youth Activities	NA	95%	95% / 95%	95%	95%
Outcome:					
Percent change in participation in classes and Senior Adult Activities	NA	NA	2.0% / 2.3%	3.7%	3.0%
Percent change in participation at Special Events	NA	NA	(2.4%) / (20.9%)	16.1%	0.0%
Percent change in participation at Performing Arts Activities	NA	NA	7.2% / 4.7%	13.7%	0.0%
Percent change in participation at Youth Activities	NA	NA	7.0% / 10.7%	0.5%	5.0%



Teen Center

Goal

To provide a facility for local youth in grades 7-12 in order to promote personal growth and provide a safe recreational and productive environment.

Cost Center Summary					
Category	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	3/ 3	3/ 3	3/ 3	3/ 3	3/ 3
Total Expenditures	\$150,604	\$247,756	\$260,737	\$239,052	\$305,211

Objectives

- ◆ To increase the number of weekend participant hours by 2.0 percent, from 23,522 to 23,992, toward a target of 41,356, which is the maximum capacity of the facility.
- ◆ To increase the number of weekday participant hours by 1.0 percent, from 5,143 to 5,194.

FUND 113

MCLEAN COMMUNITY CENTER

Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1998 Actual	FY 1999 Actual	FY 2000 Estimate/Actual	FY 2001	FY 2002
Output:					
Weekend participant hours provided	41,356	23,894	24,644 / 23,061	23,522	23,992
Weekday participant hours provided	4,562	3,451	3,451 / 5,092	5,143	5,194
Efficiency:					
Cost per participant hour (both weekend and weekday)	\$3.21	\$8.91	\$8.63 / \$5.35	\$8.94	\$9.19
Service Quality:					
Percent of satisfied weekend participants	95%	95%	95% / 95%	95%	95%
Percent of satisfied weekday participants	95%	95%	95% / 95%	95%	95%
Outcome:					
Percent change in weekend participant hours	NA	(42.2%)	3.1% / (3.5%)	2.0%	2.0%
Percent change in weekday participant hours	NA	(24.4%)	0.0% / 47.6%	1.0%	1.0%

A Fund Statement, a Summary of Capital Projects, and Project Detail Table for each project funded in FY 2002 are provided on the following pages. The Summary of Capital Projects may include some projects without a Total Project estimate amount. These projects are considered "continuing" projects or projects for which funding is necessary on an ongoing basis (e.g., a contingency or planning project).

FUND 113 MCLEAN COMMUNITY CENTER

FUND STATEMENT

Fund G10, Special Revenue Funds

Fund 113, McLean Community Center

	FY 2000 Actual	FY 2001 Adopted Budget Plan	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
Beginning Balance	\$1,913,654	\$1,357,950	\$1,758,723	\$1,613,997	\$1,657,276
Revenue:					
Taxes	\$1,759,676	\$1,809,463	\$1,940,171	\$2,029,343	\$2,029,343
Interest	99,594	78,053	120,094	127,160	127,160
Rental Income	32,571	35,000	35,000	35,750	35,750
DuVal Donation	9,902	0	15,012	0	0
Instructional Fees	126,895	101,855	115,855	116,401	116,401
Performing Arts	91,697	138,568	118,568	129,153	129,153
Vending	2,955	3,550	3,421	3,550	3,550
Senior Adult Programs	10,589	8,000	11,000	8,000	8,000
Special Events	46,788	52,408	52,408	65,984	65,984
Theater Rentals	29,936	24,856	24,856	28,378	28,378
Youth Programs	131,041	141,630	141,630	153,225	153,225
Miscellaneous Income	28,252	27,770	27,305	34,887	34,887
Teen Center Income	26,958	42,047	31,900	37,722	82,722
Visual Arts	(2,621)	7,487	7,487	7,487	7,487
Total Revenue	\$2,394,233	\$2,470,687	\$2,644,707	\$2,777,040	\$2,822,040
Total Available	\$4,307,887	\$3,828,637	\$4,403,430	\$4,391,037	\$4,479,316
Expenditures:					
Personnel Services	\$1,306,453	\$1,406,596	\$1,436,001	\$1,276,444	\$1,557,521
Operating Expenses	695,654	815,528	1,042,508	876,813	907,608
Capital Equipment	3,800	35,979	38,993	13,000	13,000
Capital Projects	417,069	0	107,602	250,000	250,000
Subtotal Expenditures	\$2,422,976	\$2,258,103	\$2,625,104	\$2,416,257	\$2,728,129
COLA Reserve	0	0	0	12,764	0
Total Expenditures	\$2,422,976	\$2,258,103	\$2,625,104	\$2,429,021	\$2,728,129
Transfer Out:					
County Debt Service (200)	\$126,188	\$121,050	\$121,050	\$115,838	\$115,838
Total Transfer Out	\$126,188	\$121,050	\$121,050	\$115,838	\$115,838
Total Disbursements	\$2,549,164	\$2,379,153	\$2,746,154	\$2,544,859	\$2,843,967
Ending Balance	\$1,758,723	\$1,449,484	\$1,657,276	\$1,846,178	\$1,635,349
Equipment Replacement Reserve ¹	\$446,229	\$555,644	\$555,644	\$446,955	\$446,955
Unreserved Balance	\$1,312,494	\$893,840	\$1,101,632	\$1,399,223	\$1,188,394
Tax Rate per \$100 of Assessed Value	\$0.028	\$0.028	\$0.028	\$0.028	\$0.028

¹ In FY 1998, the Equipment Replacement Reserve was established to provide for the replacement of capital equipment and some building repairs that are not included under capital expansion projects within this fund.

FUND 113

MCLEAN COMMUNITY CENTER

FY 2002 Summary of Capital Projects

Fund: 113 McLean Community Center

Project #	Description	Total Project Estimate	FY 2000 Actual Expenditures	FY 2001 Revised Budget	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan
003600	Mc Lean Community Center Addition	\$493,656	\$0.00	\$6,504.80	\$0	\$0
003601	McLean Community Center Improvements	694,985	545.00	95,455.00	250,000	250,000
003612	Susan B. DuVal Arts Studio	516,470	416,523.74	5,642.61	0	0
Total		\$1,705,111	\$417,068.74	\$107,602.41	\$250,000	\$250,000

FUND 113

MCLEAN COMMUNITY CENTER

003601	McLean Community Center Improvements
Oak Ridge and Ingleside	Dranesville
Project 003601: Center improvements funded through this project in prior years included parking lot expansion, carpet purchase and installation, landscaping, and HVAC modifications. FY 2002 funding provides for repairs to the roof of the Center as well as the replacement of an HVAC unit.	

	Total Project Estimate	Prior Expenditures	FY 2000 Expenditures	FY 2001 Revised Budget Plan	FY 2002 Advertised Budget Plan	FY 2002 Adopted Budget Plan	Future Years
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design and Engineering	63,003	63,003	0	0	0	0	0
Construction	619,444	273,444	545	95,455	250,000	250,000	0
Other	12,538	12,538	0	0	0	0	0
Total	\$694,985	\$348,985	\$545	\$95,455	\$250,000	\$250,000	\$0

Source of Funding				
General Fund	General Obligation Bonds	Transfers from Other Funds	Other	Total Funding
\$0	\$0	\$0	\$250,000	\$250,000